



United States Embassy Bujumbura

Public Affairs Section

American Center

B.P 1720 Bujumbura

Tel.: 257-22-207229

Open To : All interested candidates
Position : Intern
Opening Date : **Friday, May, 17th, 2019**
Closing Date : **Monday, May, 27th, 2019 at 12 pm**
Work Hours : 40 hours/week
Salary : Voluntary basis

The U.S. Embassy in Bujumbura is seeking five (5) individuals for the position of **Intern** in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The incumbent is responsible for a variety of library resources and services for local patrons of the American Center and for making membership cards through the library's automated system (Library World). The incumbent is also responsible for following all appropriate Department guidance in the execution of the American Center's programming and is under the supervision of the Information Resource Center Director.

SPECIFIC FUNCTION OF POSITION

Interns can perform duties that may include research, analysis of international issues, administrative duties, assisting with the English Language Learning program, library management, and temporary special projects.

Specific tasks may include:

- Performing the desk manager's role (overseeing other interns' weekly tasks and making sure they are complete);
- Library resources and services management;
- Compiling monthly reports;
- Drafting weekly schedules and rotating monthly task lists;
- Facilitating English Language activities;

- Proposing English discussion topics for the month;
- Proposing programs in accordance with the American English website (<https://americanenglish.state.gov/>), or <https://americanspaces.state.gov/>);
- Sending monthly reports of late patrons and following up with phone calls;
- Drafting supply lists;
- Keeping the store organized.

QUALIFICATIONS REQUIRED:

- Only graduates who hold Burundian citizenship are eligible for the Foreign National Student Intern Program at the U.S Embassy in Burundi.
- Candidates must have graduated from college, university or comparable recognized institution prior to be considered for the program.
- Candidates must be at least 18 years of age at the time of appointment.
- Candidates must pass a medical exam, U.S. non-sensitive security clearance, reference checks and possess their own medical insurance.

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education – Recent college / university graduates required.

Language Proficiency – Level III (professional proficiency) English, Level III French. **(These will be tested.)**

Knowledge: Must be proficient in the use of computers and the internet.

Skills and abilities: Ability to create and manage Excel spreadsheets required. Excellent communication skills and tact for dealing with embassy staff and patrons. Attention to detail critical. **(This will be tested.)**

FOR FURTHER INFORMATION

Visit our Facebook page at <https://www.facebook.com/usembassy.bujumbura/> or contact the American Center Bujumbura by calling at 22 20 7229 or send e-mails at IRCBujumbura@state.gov

SELECTION CRITERIA

1. The candidate must be able to obtain and hold an appropriate security clearance.

2. The candidate must be able to obtain and hold an appropriate medical clearance.

HOW TO APPLY: To be eligible for consideration for an Intern position, candidates must submit the following documentation to American Center - Public Affairs Office, Embassy of the United States Bujumbura prior to the closing date on the call for submission:

1. Application for Foreign National Intern program/Resume (Incomplete application form will be rejected);
2. Statement of Interest Form which includes the candidate's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission goals/office needs;
3. Gratuitous Service Agreement for Foreign National Intern Program; and
4. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

Please follow this link to download the application forms: <https://bi.usembassy.gov/education-culture/american-spaces/irc/> under Internship Program.

WHERE TO APPLY:

Submit your application by e-mail: IRCbujumbura@state.gov

Please indicate the position title for which you are applying in the subject line of your email.